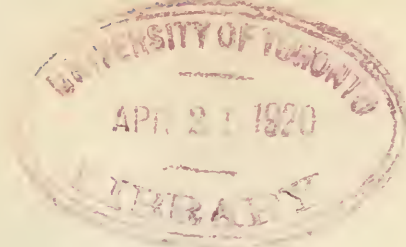


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LIBRARY OF THE UNIVERSITY OF MICHIGAN

SUMMARY REPORT 1918-1919

TO PRESIDENT HARRY B. HUTCHINS.

DEAR MR. PRESIDENT:—

I respectfully submit a brief summary of the business record and the work of the General Library for the past year.

STOCK

The total number of volumes in the various libraries of the University on June 30, 1919, was 413,666, a gain of 13,050 in the fiscal year. This is the smallest annual increase for several years past, due in large part (if not wholly) to the unusual conditions both in the University and in the book-trade caused by the World War.

The holdings of books are distributed as follows:—

General Library	294,084 volumes
Medical Library	30,626 volumes
Homœopathic Library	4,369 volumes
Dental Library	3,312 volumes
Engineering Library	14,818 volumes
Architectural Library	2,249 volumes
Chemistry Library	9,406 volumes
Natural Science Library	14,926 volumes
Law Library	40,090 volumes

Total413,880 volumes

Withdrawn (worn out) during year 214

Total volumes June 30, 1919...413,666

The number of periodicals currently received in all the libraries of the University is 2022, including newspapers and periodicals published by the United States government. This is a gain of 738 over the number reported last year, due to the fact that a large number of magazines which suspended publication during the war have resumed. Further through the efforts of the American Library Association

over two hundred and fifty German scientific journals, previously cut off, were imported last year for the use of the University. Of the periodicals 525 come as gifts, 49 on exchange account, and 1456 on subscription.

Six thousand six hundred thirty-one volumes and pamphlets were bound or repaired in the University Bindery for the University Libraries. The Bindery has been badly crippled by lack of competent labor during most of the year. It was affected by the influenza epidemic of last fall far more seriously than was the staff of the General Library.

ACCESSIONS

The total accessions of the year (including those of the Law Library, duplicates for class use, and volumes of periodicals bound) were 13,050. During the year 214 volumes were withdrawn for various reasons. The net accessions, therefore, were 12,836—a very small number for a library of this size. These additions to the Library were secured as follows:—

	VOLUMES
By purchase (on Regents' appropriations) ..	7,399
Class duplicates purchased	122
By binding periodicals, etc.....	2,632
Purchased on income of Trust Funds.....	245
Exchanges	290
Gifts	2,362
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Total	13,050

The total amount of the Regents' appropriations for the purchase of books for all the libraries was \$27,000, a decrease of \$5,000 from the appropriations of the previous year. The effects of this decrease were not seriously felt (owing to balances carried over) until late in the fiscal year. They are becoming more acute at the present time.

CATALOGUING

There were added to the various catalogues on the Campus, a total of 132,051 cards. As 10,597 old cards were cancelled (for various reasons), the net gain to the catalogues was 121,454 cards, representing 8966 titles in 19,862 volumes. This is again a substantial gain on our arrears of cataloguing on which we may properly congratulate ourselves, especially considering the unusual circumstances of

the year. Of these 132,051 new cards, 81,293 were printed cards purchased (mainly) from the Library of Congress. The remaining 50,758 were multigraphed or typed in this library—at a decided loss both financially and in efficiency, it may be remarked. The Library of Congress was obliged to increase its charge for cards during the year, and our appropriation proved insufficient to purchase several thousand cards we could have used to advantage. In fact, even the increased sum provided in this year's budget seems now unlikely to meet our needs, and I may be obliged before the end of the year to request a supplementary appropriation of some five hundred dollars to purchase printed cards; the saving to us so fully justifies the expenditure that I shall have no hesitation in asking the Board for this sum, if it proves necessary. In addition to the cataloguing of 19,862 volumes there was the customary amount of work in noting additions to sets, correcting errors and cancelling old entries. This necessary but vexatious work always forms a considerable portion of the routine labor in cataloguing a library, particularly when the old catalogues have been made either hastily, cheaply, or inadequately.

SERVICE

The library was open during most of the year (including the Summer Session) from 7:45 A. M. until 10 P. M. on all working days and from 2:00 until 5:30 on Sundays.

No statistics can be kept showing the *reference use* of the various reading rooms and the book-stacks. This unrecorded use unquestionably approaches, if it does not exceed, the recorded giving out of books. The books given out on slips in the Main Reading Room, Upper Reading Room, and Study Room were respectively, 90,225, 39,559, and 18,212 volumes, a total of 147,996 as against 180,701 during the previous year. This falling off reflects the conditions in the University during the Summer Session of 1918 and the first semester of last year. No statistics are kept of the use of books within the department libraries, as students have direct access (under supervision) to the shelves.

The books taken out of the General Library building by students and faculty numbered 35,163 and those drawn from the departmental libraries totaled 15,452, a total circulation of 50,616, as against 49,579 the year before. A study of the monthly reports shows that the gain was very marked in the second semester when the number of stu-

dents approached the normal enrollment. The total *recorded* use in all the libraries (except the Law Library) was 198,611, which was 31,669 less than in 1917-18.

STAFF

The war practically removed all the younger men from the staff, only those denied entrance to the military forces being left with us. Their work was cheerfully and well done by women, but in some few cases at a considerable danger to health. We were able to secure the return to our service of several young men as they returned from the army. To none of those desiring to return were we obliged to refuse immediate reinstatement—a very fortunate circumstance.

Mr. Goodrich was absent on leave during most of the year engaged in the Library War Service of the American Library Association. Part of the time he was at Key West. The last five months of his service was in France, as reference librarian of the American Expeditionary Force University at Beaune, and later at the Headquarters Library of the American Library Association in Paris.

I was myself in the Library War Service Headquarters in Washington (on leave of absence) for two months in the late fall, being in charge of the service to the S. A. T. C. With the collapse of that organization in December I returned to Ann Arbor. The work of the American Library Association (of which I had the honor to be president during the year) called me away frequently. I desire to express to the administration of the University my sincere thanks for its generous attitude toward my necessary absences from Ann Arbor during the year, absences in great part caused by the war-work of the Association.

NEW BUILDING

Thanks to the generous appropriation of \$200,000 made by the Legislature, the new library building has been completed, and its equipment in great part installed. The building now awaits only the necessary furniture, and will be opened this fall. The work of the library in its temporary quarters has been carried on with a fair degree of efficiency—although, of course, with occasional discomfort and some crowding.

RARE BOOK ROOM

The Assistant Curator of Rare Books, Miss Eunice M. Wead, has carried on very successfully the work of the rare book rooms. The "Catalogue of the Carlyle Collection,"

the first of the library's publications, was issued in June, and has been very favorably received. For the first time the library's Carlyle Collection has thus been brought to the attention of scholars. Inquiries already received show that the use of the collection will be greatly enlarged by reason of this publication. Miss Wead is now engaged in re-cataloging the collection of dramatic literature. When this work is completed I have small doubt that it will be desirable to publish this catalogue also.

Professor Demmon has given much time to the supervision of Miss Wead's work and to filling out certain portions of the collections of English and American literature.

EXTENSION SERVICE

The work of the Library Extension Service continues to grow rapidly, and even the added assistance granted in the budget for 1919-1920 will hardly prove adequate, so heavy are the demands. In its second year it had 450 applications for material; last year there were 800. The number of packages sent out in 1917-1918 was 525; in 1918-1919 it was 1,023. The total number of pamphlets and clippings sent out was over 15,000,—this all in addition to an ever-increasing use of this material on topics of current interest by the University faculty and students, a use which really has embarrassed a service designed primarily for the high schools of the State.

The Extension Service has continued its co-operation with the High School Debating League. It has come into active relation with many of the parochial schools and with local organizations of the State Grange. There has been rendered very effective aid to High Schools desiring to procure plays suited to amateur production, and much bibliographic aid has been given to High School teachers requesting help in various lines. I feel that the Library Extension Service is more and more filling a decided need, and is aiding to keep the University in active contact with the secondary schools of the State. We are obliged also frequently to decline to furnish this service to schools and individuals outside of the State.

INSTRUCTION

The experience of the Summer Session of 1919 has deepened the conviction expressed in my last report that it will shortly become necessary to seek for an instructing staff aside from our heads of departments, if we are to con-

tinue to offer instruction in library methods. The steady increase in the enrollment in the courses offered and the constant inquiries for courses in the regular academic seasons, in these subjects, warrants a belief that we cannot afford to drop the work or ignore it. If I could discover the proper individuals, I should propose to the Regents the creation of a department of instruction in Library Methods and Practice, beginning in a modest fashion and developing under the guidance and with the aid of the Dean of the Graduate School. But I have not as yet discovered persons with the needed qualifications who are available. The matter may well engage our careful study.

In conclusion, Mr. President, I beg to express my gratitude for your constant and unwavering support of my efforts as Librarian, as well as for your patient hearing and your wise counsel. The administration of which you are the head has made possible the development of the University Library to its present highly favorable position. With the same effective support from the Regents which the Library has received in recent years, it should, I am confident, attain commanding rank in this region. To you will be due the major share of the credit.

Respectfully submitted,

WM. W. BISHOP

Librarian

